

~~Administrative - Internal Use Only~~

13 April 1979

DD/A Registry
File *Buildings & Grounds - 10*

MEMORANDUM FOR: Chief, Logistics Services Division, OL

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FROM: [REDACTED]

Chief, Administrative Staff, ICS

SUBJECT: Courier Service to the Intelligence Community Staff

REFERENCE: Memorandum Dated 3 April 1979 to C/AS/ICS From
C/LSD/OL; Same Subject

Tom:

1. Your referenced memorandum is appreciated. As you are aware, we did not alone generate the requirement for a dedicated courier to be assigned to the Intelligence Community Staff. It was also recommended in a Records Management Survey conducted by the Records Administration Branch, DDA.

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2. After recent discussions with [REDACTED] and [REDACTED] concerning mail and courier services, a decision was made to increase the scheduled courier trips (between Headquarters and CHB) from three to five. We believe that we now have courier service that is adequately meeting our current needs.

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3. Looking ahead to the time when the Collection Tasking Staff moves to the Pentagon, it is planned to continue handling the Registry, and mail and courier service, in-house from a centralized Registry office at the Community Headquarters Building. This, of course, will require courier service between the CHB, Langley and the Pentagon. During our discussions with [REDACTED] and [REDACTED] they agreed to try and provide hourly courier service between the Pentagon and CHB when the Collection Tasking Staff relocates to the Pentagon. This proposal was discussed with [REDACTED] D/DCI/CTS, who agrees that if hourly courier service is provided to CTS, this should satisfy our requirement and we would not need dedicated courier service. We, therefore, feel that at the present time it will not be necessary to request two additional courier positions (for the ICS) over and above the increase for which you have already planned.

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4. We appreciate your cooperation and helpful response in the above matter.

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